

Agreement

between the

Mainland Regional High School District**Board of Education**

and the

Mainland Regional Education Association

July 1, 1988 through June 30, 1991

*Employer**Union*

AGREEMENT

between

MAINLAND REGIONAL DISTRICT BOARD OF EDUCATION

and

MAINLAND REGIONAL EDUCATION ASSOCIATION

JULY 1, 1988 through JUNE 30, 1991

**PACHMAN & GLICKMAN, P.A.
60 East Main Street
Freehold, New Jersey 07728
(201) 780-5590**

Board of Education

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Mr. George Kearsley, Vice President
Mr. Steven Bolson
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Mrs. Jacqueline Dietrich
Mr. John Havrichak
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Mr. Kenneth Rouse
Dr. Lynn Stiles

Dr. Alfred Arena, Superintendent
Mr. John F. Gibson, Board Secretary/Administrator

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ARTICLE I

PREAMBLE

This is the Agreement entered into this 15th day of August, 1988, by and between the Mainland Regional District Board of Education, hereinafter called the "Board", and the Mainland Regional Education Association, hereinafter called the "Association".

ARTICLE II
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for regularly employed:

1. certified personnel, (as defined in N.J.S.A. 18A:26 and N.J.A.C. 6:11-12-1 et seq.) not engaged as supervisory employees;

2. year-round ten (10) month, twelve (12) month and part-time secretarial/clerical personnel, excluding Superintendent's secretary, secretary-operations specialist/Business Administrator's office and attendance officer; and

3. year-round ten (10) month, twelve (12) month and part-time custodial, maintenance and aides personnel under contract, excluding Chief Custodian and night foreman.

B. Excluded from the Association are cafeteria employees, casual employees, substitutes, Administrative Assistant, computer operator, managerial executives, confidentials, police and supervisors within the meaning of the New Jersey Employer-Employee Relations Act, as amended. The term "supervisory employee" is hereby defined as meaning an employee having the power to hire, evaluate, discharge, discipline or effectively recommend the same regarding any

employee in the bargaining unit.

C. Unless otherwise indicated, the term "employee", when used in this Agreement, shall refer to all employees represented by the Association in the negotiating unit. Reference to any employee includes both male and female employees.

D. Where applicable, the terms "certified staff", "secretarial/clerical personnel" and "custodial personnel" shall be used to denote the Sections included herein which apply only to the specified group(s).

ARTICLE III
NEGOTIATIONS PROCEDURE

A. The parties agree to enter into collective negotiations over an Agreement in accordance with the New Jersey Employer-Employee Relations Act in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than November 1st of the calendar year preceding the calendar year in which this Agreement expires or not later than 120 days prior to the date of the school budget (whichever comes sooner). Any Agreement so negotiated shall apply to all employees covered by the Recognition clause, be reduced to writing and, after ratification by the Board and the Association, shall be signed and adopted by both parties.

B. During negotiations the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association, upon specific request therefor, any public information concerning negotiations.

C. Neither party in any negotiations shall have control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals, and

make counter-proposals in the course of negotiations. Any Agreement reached by said representative is subject to the approval of the respective parties.

D. During the third week of October of the calendar year preceding the calendar year in which this Agreement expires, or not later than 125 days prior to the date of the school budget election (whichever comes sooner), the Association and the Board shall present to each other at the table a comprehensive set of proposals for negotiations. At that time regular meeting dates shall be established mutually by the parties. Meeting dates shall be adhered to unless cancelled or postponed by either party. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the employees involved are free from assigned responsibilities, unless otherwise agreed.

E. Except as this Agreement shall hereafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to certified personnel covered by this Agreement as established by the rules, regulations or policies of the Board in force on said date, shall continue to be applicable during the term of this Agreement, except that proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

F. This Agreement incorporates the entire

understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE IV
GRIEVANCE PROCEDURE

A. Definition

1. A "grievance" is a claim by an employee, group of employees or the Association based on the interpretation, application or violation of this Agreement, Board policies and administrative decisions affecting the terms and conditions of employment of employees.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is a person who might be required to take action, or against whom action might be taken, in order to resolve the claim (third party).

B. Purpose

1. The purpose of this procedure is to secure at the lowest level an equitable solution to problems and grievances which may arise affecting the terms and conditions of employment of the employees covered by this Agreement, and to resolve them as quickly as possible. These proceedings will be kept as informal and confidential as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted

without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procadura

1. A grievance must be presented to the proper administrator within fifteen (15) calendar days after the grievant should have reasonably known of the event which occasioned the grievance, but in no event more than forty (40) calendar days after its occurrence.

2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. If any deadline set forth herein falls on a weekend or vacation period or holiday, the first school day following shall be the due date. The time limits specified may, however, be extended by mutual agreement. Failure at any step of the procedure to communicate the decision on the grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed a waiver of further appeal.

3. In the event a grievance affecting a ten-month employee is filed at such time that it cannot be processed through all of the steps in this grievance procedure by the

end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to a grievant, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as possible.

4. Informal Level

a. A teacher with a grievance shall first discuss it with the immediate supervisor.

b. A secretary with a grievance shall first discuss it with the immediate superior.

c. A custodian with a grievance shall first discuss it with the Chief Custodian.

d. Any such discussion shall be conducted either directly by the aggrieved person or through the Association's designated representative, with the objective of resolving the matter informally. The grievant or representative shall indicate that a grievance hearing is taking place. The administrator shall respond within five (5) calendar days, not counting weekdays on which the school is closed.

5. Level I. If the grievant is not satisfied with the decision at the Informal Level, or if no decision has been rendered, then within seven (7) calendar days, not counting weekdays on which the school is closed, of the date on which the decision was rendered, or should have been

rendered, the grievant shall reduce it to writing and submit the grievance to the Building Principal, or, for custodial employees, to the Chief Custodian. The Building Principal or Chief Custodian shall respond in writing within seven (7) calendar days, not counting weekdays on which the school is closed.

6. Level II. If the grievant is not satisfied with the decision at Level I, or if no decision has been rendered, then within five (5) calendar days, not counting weekdays on which the school is closed, after the decision was rendered, or should have been rendered, the grievant shall submit the written grievance, together with the prior response, to the Superintendent of Schools. The Superintendent of Schools shall respond in writing within ten (10) calendar days, not counting weekdays on which the school is closed.

7. Level III. If the grievant is not satisfied with the decision at Level II, or if no decision has been rendered, then within seven (7) calendar days, not counting weekdays on which the school is closed, after the decision was rendered, or should have been rendered, the grievant shall submit the written grievance, together with all prior responses, to the Board of Education. The Board of Education, or a committee thereof, shall review the case and hold a hearing with the grievant, if requested by the grievant. An administrator may be present at this Level.

The Board shall render a decision in writing within thirty-one (31) calendar days, not counting weekdays on which the school is closed, of receipt of the grievance. Receipt of the grievance shall be considered the date on which the grievance was submitted to the Board Secretary. Copies of the decision of the Board of Education shall be sent to the aggrieved and the Association.

8. Level IV.

a. If the grievant is not satisfied with the disposition of his grievance at Level III, or if no decision has been rendered, then within five (5) calendar days after a decision by the Board, or twenty-six (26) calendar days, not counting weekdays on which the school is closed, after the grievance was submitted to the Board, whichever is sooner, the grievant may request in writing of the Association that his grievance be submitted to arbitration. If the Association deems the grievance meritorious, it may be submitted to arbitration within fifteen (15) calendar days, not counting weekdays on which the school is closed, after receipt of a request from the aggrieved. Arbitration shall not apply to any of the following, provided no other portion of this Agreement has been violated.

i. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Board of Education, or

2. A complaint of a non-tenured employee which arises by reason of his not being reemployed, or

3. A complaint by any employee occasioned by the appointment or lack of appointment to retention in or lack of retention in any position for which tenure is not possible or not required, or

4. Board policy and administrative decisions.

b. The submission shall consist of a Demand for Arbitration made to the Public Employment Relations Commission by the Association with a copy to the Board. The parties shall then be bound by the labor arbitration rules of the Public Employment Relations Commission.

c. The arbitrator so selected shall confer with the representatives and hold hearings promptly and shall issue his decision no later than twenty (20) calendar days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him.

The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of or adds to the terms of this Agreement. He

shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involving the grievance. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring them.

D. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative of his own choosing. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. No reprisals of any kind shall be taken by either party to this Agreement against any employee, whether or not a member of the bargaining unit, who shall participate in the grievance procedure by reason of such participation.

E. Miscellaneous

1. When an organizational grievance has not been

resolved informally between the Superintendent and the Association, such grievances may be submitted in writing to the Superintendent directly, and the processing of such grievances shall be commenced at Level II. Such a grievance may be processed by the Association through all Levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. Decisions rendered at Level I which are unsatisfactory to the aggrieved person, and all decisions rendered at Level II and III of the grievance procedure, shall be in writing setting forth the decision and the reasons therefor, and shall be transmitted promptly to all parties in interest. Decisions rendered at Level III shall be in accordance with the procedures set forth in Section C, paragraph 5 of this Article.

3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. The grievance form attached hereto as Appendix I shall be utilized for the filing and processing of all grievances. It shall be given appropriate distribution so as to facilitate operation of the grievance procedure.

5. All meetings and hearings under this procedure shall be conducted in private and shall include such parties

in interest and their designated or selected representatives, heretofore referred to in this Article.

6. If a grievance affects a group of employees, by mutual agreement of the parties, such grievance may be consolidated, and where appropriate, may be instituted at Level III of the grievance' procedura.

ARTICLE V

EMPLOYEES' RIGHTS AND PRIVILEGES

A. Nothing contained herein shall be construed to deny or restrict any employee such rights as he may have under N.J.S.A. 18A or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

B. 1. Whenever any employee is required to appear before any administrator concerning any matter which involves the imposition of a disciplinary action, including but not limited to a reprimand, suspension, termination, withholding of an increment, such employee shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have a representative(s) present to advise and represent him during such meeting or interview.

2. If during the course of a conference with a supervisor or administrator, the employee perceives that such conference concerns any matter covered in B1 above, the employee may terminate said conference or meeting and seek representation before such conference is continued.

C. No employee shall be disciplined without just cause. Any such action asserted by the Board shall be subject to review under law, or if no statutory appeal process is available, through the grievance procedure set

forth herein. Failure to appoint or renew the appointment of any employee to a position for which tenure is either not possible or not required is not construed as a disciplinary action under this clause.

D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

E. There shall be no collection of funds by employees from students for activities related to profit-making organizations. Staff shall not seek to influence students to participate in any endeavor from which the staff member receives a profit or benefit which would constitute or provide the appearance of a conflict of interest.

F. An employee shall have access to his personnel folder and shall be able to review its contents in the presence of the Superintendent or his designated agent and an Association representative if so requested by the employee. Said review is to be conducted at a mutually agreeable time.

G. An employee may request that materials attesting to that employee's competency be included in the employee's personnel records, and such materials may so be included at the discretion of the Superintendent. Any such material shall be designated as having been included upon the request of said employee.

H. Confidential materials which the Administration

deems necessary to obtain from previous employers shall be expunged from the employee's personnel file upon that employee obtaining tenure.

I. The teacher shall have the responsibility of determining students' grades within the grading policy of Mainland Regional High School. No grade shall be changed by the Administration without prior consultation with the teacher, except for errors in calculation. In instances where a teacher has terminated employment, or does not respond to a mailed inquiry within ten (10) calendar days, a grade may be changed at the discretion of the Administration. Where a grade has been changed by administration, the teacher shall receive notification in writing of the grade change, and a copy of said notification shall be placed in the student's file.

J. Employees may leave the building during their lunch period with the knowledge of the Administration. The main office must be informed of the time of departure and return by signing in and out.

K. Employees will have access to telephones and copying machines as required for the performance of their employment duties.

ARTICLE VI
ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees to furnish to the Association, in response to reasonable requests thereof, information which is in the public domain.

B. 1. The Association President, Chairperson of Negotiations and Chairperson of the P.R. & R. Committee shall be given released time as follows:

a. If a certificated staff employee holds a position:

1. President - shall be released from line duty and a homeroom assignment during the school year (not to apply if homeroom is considered part of a period).

2. Chairperson of Negotiations - shall be released from line duty and homeroom assignment during the period of negotiations.

3. Chairperson of the P.R. & R. - shall be released from line duty during the school year.

b. If a non-certificated Association member holds the presidency, only then (s)he shall be granted up to six (6) personal days per year for Association business, subject to notification of and approval by the Superintendent. Such approval is at the discretion of the Superintendent.

C. Subject to approval by the Administration, the

Association shall have the right to request, in writing, rent free use of the school building. The Association shall pay for any custodial expenses for opening and/or being in the building at the time of its use as well as any out-of-pocket expenses incurred by the Board of Education for the meetings. The Association will designate one individual who will initiate requests for school facility use, and that person will be the liaison person between the Association and the school Administration. The Association shall be solely responsible for the restoration of any facility to its original condition upon the conclusion of an Association meeting.

D. Subject to prior approval of the Superintendent, the Association shall have the right to use intra-school mail facilities, office mailboxes, bulletin boards in public areas of the building, the public address system and the telephone for the conducting of Association business. The Association agrees to pay any telephone tolls so incurred. The P.A. system may be utilized before school and after school for making announcements by the Association President or a designated representative. The Association shall also have the right to use school equipment, including typewriters, duplicating equipment, calculating machines, and all types of audio-visual equipment outside of regular working hours when such equipment is not otherwise in use. The Association will pay the reasonable cost of all

materials, services and supplies incident to such use.

E. Copies of agendas of regular Board meetings shall be provided to the Association President as soon as they are available. Copies of all materials and information disbursed and/or disseminated by the Association pursuant to Paragraph D above shall be provided to the Superintendent at the time of disbursement and/or dissemination, if the material is for general membership distribution.

F. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in regular pay.

ARTICLE VII
BOARD'S RIGHTS

A. The Board of Education reserves unto itself sole jurisdiction and right, in compliance with the Laws of the State of New Jersey and the Rulings of the State Commissioner of Education, to hire, assign, promote, and direct employees covered by this Agreement and to take disciplinary action against said employees up to and including discharge, to manage school operations and to take whatever actions may be necessary to accomplish the mission of the school district, except as may be limited by the language of this Agreement, and the laws of New Jersey.

ARTICLE VIII
EMPLOYMENT CONDITIONS

A. The Board hereby reserves the right to withhold increments upon the recommendation of the Superintendent.

B. There will be a bi-weekly pay plan. When a payday falls on or during a school holiday or weekend, employees shall receive their paycheck on the last previous working day.

C. 1. All employees covered by this contract shall be entitled to allot a portion of their bi-weekly paycheck to be automatically deducted and forwarded to a Credit Union designated by the Association. Such designation shall remain for the duration of this Agreement. The Board assumes no responsibility for any delay in receipt of such funds, or any loss of use by the employee, provided the Board properly forwards the funds in accordance with its existing practice.

2. a. The salary schedule for certified staff shall be as set forth on Schedule "A" attached hereto and made a part hereof.

b. In addition, longevity increments for certified staff shall commence on the first day of the sixteenth (16th) year of service in the Mainland Regional High School District. The longevity increment shall be apportioned and paid with each employee's twenty-one (21)

regular paychecks. The longevity increment shall be \$300.00 per annum for the 1988-89 and 1989-90 school years, and shall increase to \$1,000.00 for the 1990-91 school year.

3. a. The salary schedule for all secretarial and clerical personnel shall be as set forth on Schedule "B" attached hereto and made a part hereof.

b. In addition, longevity increments for secretarial and clerical staff shall commence on the first day of the sixteenth (16th) year of service in the Mainland Regional High School District. The longevity increment shall be apportioned and paid with each employee's regular paychecks. The longevity increment shall be \$300.00 per annum for the 1988-89 and 1989-90 school years, and shall increase to \$700.00 for the 1990-91 school year.

4. a. The salary schedule for all custodial personnel shall be as set forth on Schedule "C" attached hereto and made a part hereof.

b. In addition, for the 1990-91 school year, longevity increments for custodial staff shall commence on the first day of the tenth (10th) year of service in the Mainland Regional High School District. The longevity increment shall be apportioned and paid with each employee's regular paychecks. The amount of the increment for the 1990-91 school year shall be \$700.00.

5. Athletic salaries shall be paid as per Schedule "D" attached hereto and made a part hereof.

6. Co-curricular salaries shall be paid as per Schedule "E" attached hereto and made a part hereof.

7. Aides and hourly clerical employees shall be compensated as per Schedule F attached hereto and made a part hereof.

D. Professional Staff

1. It is understood by the Board of Education and the Mainland Regional Education Association that the employment of qualified, competent, and experienced staff in accordance with the school's needs is mutually beneficial to all parties. Therefore, the Board of Education within its discretion may hire any employee at a salary level on the guide commensurate with its needs.

2. When a certificated staff member is required by the Administration to be in attendance at school when the majority of the teaching staff is not required to be present, such staff member shall receive compensation at the rate of one two-hundredth (1/200) of the present yearly salary of that employee for each day the employee is required to be in attendance, unless such attendance is compensated for by a stipend for extra-curricular assignment.

3. Teachers will receive their final paycheck on the last working day in June, provided they have met all their professional obligations.

4. Step numbers no longer necessarily represent

years of experience, or years of service in the district, but merely a numerical index of various steps.

5. Teaching Hours and Teaching Load

a. There shall be five (5) work days per week and seven (7) hours and fifteen (15) minutes per work day, as scheduled for each employee by the Board. There shall be thirty (30) assigned periods per week, with each period being forty-five (45) minutes or less.

1. If all thirty (30) assigned periods are assigned as teaching periods in any given semester of the year, that teacher shall have no duty period assigned during that semester; and in the prior or subsequent semester of that school year, the teacher will either have only twenty (20) teaching periods per week with five (5) duty periods per week; or the teacher will have twenty-five (25) teaching periods per week with five (5) duty periods and will be compensated in cash at \$1,200.00 for the "extra" five (5) teaching periods per week.

b. Examples:

8 Periods Per Day

Semester A/Day

6 teaching
1 prep
0 duty
1 lunch

8 periods

Semester B/Day

Schedule #1

4 teaching
2 prep
1 duty
1 lunch

8 periods

Schedule #2

5 teaching
1 prep
1 duty
1 lunch + cash

8 periods

9 Periods Per Day

Semester A/Day

6 teaching
2 prep
0 duty
1 lunch

9 periods

Semester B/Day

Schedule #1

4 teaching
3 prep
1 duty
1 lunch

9 periods

Schedule #2

5 teaching
2 prep
1 duty
1 lunch

9 periods + cash

c. Except in instances of emergencies or unusual situations, teachers shall be afforded one preparation period per day. When a certified staff member is asked to cover a class or line duty, the Administration shall make the assignment. A log shall be kept. Every reasonable effort shall be made to assure that such assignments are done on a fair and equitable basis.

d. Teachers may be assigned a regular line duty and an occasional station hall duty on an equitable basis. In the event all line duties are covered and there are excess staff members available, assignments shall be made on the basis of seniority.

e. Teachers shall not be required to teach continuously for more than four (4) periods.

f. Class periods (with the exception of Assembly, Pep Rallies, etc.) shall not exceed forty (45) minutes in length.

g. Teaching members who work in an office situation (Guidance Counselors, Youth Study Team, Librarians, Media Specialists and Nurses) shall be available

for assignments within their areas of certification and job category for seven (7) hours and fifteen (15) minutes per day, except for a lunch period of length equal to that of a classroom teacher. The assigned seven (7) hours and fifteen (15) minutes per day shall be scheduled by the Board for each employee. This shall not preclude the continued service in the classroom or computer room of those employees within this category who have heretofore been so assigned.

6. Teaching Hours

a. A teacher's in-school working day shall not exceed seven (7) hours and fifteen (15) minutes.

b. Arrival and departure time shall be scheduled by the Board for each employee.

c. The Board shall provide at least two (2) weeks notice of any change of an individual employee's scheduled departure and/or arrival time.

d. Teachers shall make themselves available for after school special pupil assistance as requested by Administration.

e. All required meetings shall be conducted during the in-school working day with the following exceptions:

1. Two (2) Back-to-School Nights per school year.

2. Six (6) departmental meetings, not to exceed forty (40) minutes beyond the in-school work day.

These departmental meetings may be scheduled to include the time after regularly scheduled assignments, which is approximately twenty (20) minutes. This shall provide a maximum of sixty (60) minutes for said meetings. The Administration shall confer with the Association with respect to scheduling.

f. Teacher participation in field trips beyond the normal in-school working hours shall be voluntary and at no expense to the teacher.

7. Total Commitment. This Article constitutes the sole and total commitment of the Board of Education in the areas of work hours and work load.

E. Secretarial and Clerical

1. Placement on Salary Schedule. Each employee shall be placed on the proper step of the salary schedule. In order to qualify for step increases in the salary guide, the employee must have worked one-half (1/2) of the prior school year. This shall mean five (5) months in the case of either a twelve (12) month employee or a ten (10) month employee.

2. Notification of Contract Salary. Employees shall be notified of their contract and salary status for the ensuing year no later than April 30th. If notice has not been given by April 30th, the employee shall automatically be considered employed in the same position for the following year as occupied before April 30th.

3. Assigned Duties. The Board or any agent thereof may assign or direct any employeas covered by this contract to duties outside of the assigned position, but consistent with the employees general job description and consistent with the needs for the efficient operation of the system.

4. Resignation

a. An employee who is resigning from her position shall give thirty (30) days notice.

b. Earned vacation will be granted at the rate of one (1) day per month, but not to exceed a total of ten (10) days per fiscal year. However, if an employee (ten plus years in district) completes the fiscal year, the employee shall receive the fully earned vacation.

5. Work Day.

a. The work day for secretaries shall be a seven (7) hour day, except in the case of an emergency closing or an early dismissal. In addition to the seven (7) hour day, there shall be a one (1) hour lunch period. Where possible, all secretaries shall work regular hours with start and finish times mutually agreed upon between the supervisor and secretaries, subject to final approval by the Principal, Board Secretary, or Superintendent, as may be appropriate.

b. Each secretary shall be allowed a fifteen (15) minute coffee break, to be taken at the approval of

the employee's immediate supervisor.

6. New Hires. New employees may be hired at any step on the schedule at or below that earned by the lowest paid person on that schedule who was employed as of June 30, 1988.

7. Compensation for Substitute Caller.

a. Additional compensation for employees assigned the duty of obtaining substitute teachers shall be \$1,900.00 for 1988-89; \$2,050.00 for 1989-90, and; \$2,200.00 for 1990-91.

b. The specific duties of the substitute caller shall be set forth before the opening of school in September and shall appear in the staff manual. Also, times of the day to receive calls regarding teacher absences shall appear in the staff manual and shall be strictly adhered to.

c. The employee designated as the substitute caller shall have a telephone installed in the employee's home with a call number entirely for those duties as the substitute caller. The basic telephone rate will be paid by the Board.

8. Evening School Secretary. The evening school secretary shall be compensated at a rate of \$1,150.00 per semester in 1988-89; \$1,200.00 per semester in 1989-90, and; \$1,250.00 per semester in 1990-91.

F. Custodial

1. Shift Hours

e. Each shift is eight and one-half (8 1/2)

hours with a half (1/2) hour unpaid duty-free lunch period. Day shift personnel working past 3:00 p.m. do not receive night shift premium except on Saturday.

b. All employees will be afforded a ten (10) minute waahup period at the end of their shift.

2. Uniforms

a. The Board will provide three (3) uniforms and T-shirts to all custodians during the 1988-89 school year, and four (4) uniforms and T-shirts during the 1989-90 and 1990-91 school years.

b. After ninety (90) days of time worked, the Board shall furnish each employee with the appropriate number of uniforms. All others will receive the appropriate number of uniforms annually.

c. Ponchos and boots will be provided by the Board as needed.

d. The Board shall supply all necessary equipment and supplies to be used by the employees in fulfilling their obligations under the job descriptions in this Agreement.

e. The Board shall provide each unit member with a fifty (\$50.00) dollar per year work shoe allowance in 1988-89, and sixty (\$60.00) dollars for the 1989-90 and 1990-91 school years.

f. The Board will furnish maintenance employees assigned to work outside on a regular basis with

insulated outerwear (jumpsuit), the cost of which will not exceed one hundred (\$100.00) dollars. This item shall remain the property of the Board and will be replaced as the Board deems necessary.

3. Salary.

a. At the Superintendent's discretion, new hires may be employed at any step on the salary guide.

b. Shift differential shall be ten (10%) percent of base salary.

c. The Board reserves the right to withhold salary increases upon the recommendation of the Superintendent.

4. Job Description. The work load of the employees in this bargaining unit shall be as described in the job descriptions adopted by the Board. The Association shall have the right to negotiate over proposed changes in terms and conditions of employment encompassed in new or revised job descriptions.

ARTICLE IX

EXTRA PAY - CUSTODIAL STAFF

A. Overtime is defined as hours worked in excess of forty (40) hours per week.

B. Overtime Pay. Any employee who performs overtime service shall receive time and one-half (1 1/2) his hourly rate for each hour of overtime service. Hourly pay for the purpose of computing overtime shall be calculated under the following procedure: annual salary divided by one thousand nine hundred twenty (1,920) divided by one thousand six hundred (1,600) hours for ten (10) month employees.

C. Assignment of Overtime. All authorized overtime shall be assigned by the Chief Custodian on a rotating basis where possible.

D. Shift Differential. Any employee who is assigned to work a shift that commences at 3:00 p.m. or later shall receive an additional ten (10%) percent of his base salary.

E. Computation of Overtime

1. Overtime for day shift employee is one and one-half (1 1/2) times his hourly rate.

2. Overtime for night shift employee is one and one-half (1 1/2) times his hourly rate plus the ten (10%) percent shift differential.

3. Saturday or Sunday overtime for day shift employee working after 3:00 p.m. is one and one-half (1 1/2) times his hourly rate plus ten (10%) percent shift differential for each hour worked after 3:00 p.m.

4. Saturday or Sunday overtime for night shift employee up to 3:00 p.m. is one and one-half (1 1/2) times his hourly rate (shift differential does not commence until 3:00 p.m.).

F. Licensad Boiler Operator

1. Any employee in the unit who is a licensad boiler operator (Slack Seal Certificate), and whose regular assignment requires the holding of a license, and who can actually operate the heating system, shall be designated by the Chief Custodian, and shall receive a stipend of five hundred (\$500.00) dollars per year in 1988-89, six hundred (\$600.00) dollars per year in 1989-90, and seven hundred (\$700.00) dollars per year in 1990-91, pro-rated for a specific period of time.

2. The Chief Custodian shall implement a program to certify custodians to operate the Mainland Regional High School heating system. Soldiers of Slack Seal Certificates who fail to participate in the program shall lose their annual Slack Seal compensation as set forth in paragraph G below.

G. Slack Seal Certificate. Any employee in the unit who is a licensad boiler operator (Slack Seal Certificate),

but whose regular assignment does not require the operation of boilers. shall receive a stipend of one hundred fifty (\$150.00) dollars per year in 1988-89, two hundred (\$200.00) dollars per year in 1989-90, and two hundred fifty (\$250.00) dollars per year in 1990-91. The license must be current and must be recorded annually with the Chief Custodian.

H. Cell-in-Pay. An employee shall be entitled to cell-in pay when he or she is required to return to work after going home. Such pay shall be at the rate of time and one-half the employee's base rate for a minimum of four (4) hours, regardless of time actually worked. Entitlement to cell-in pay shall not require that the employee be called in by telephone, but exists even if such time is scheduled in advance.

I. The Association agrees to work all reasonable overtime and to work as required in an emergency.

ARTICLE X
VACANCIES, VOLUNTARY/INVOLUNTARY
TRANSFERS & REASSIGNMENTS

A. Whenever a vacancy occurs during a school year, a notice shall be posted for at least five (5) days in the main office, and five (5) copies shall be provided to the Association. Such notice shall state the job specifications, salaries, and closing date for the acceptance of applications for the vacancy. In the event such a vacancy occurs during the summer, a notice shall be mailed to the MREA President, or designee, and to all employees who have previously indicated to the Superintendent an interest in applying for the position now vacated, and who are properly qualified for the vacancy, and who have supplied self-addressed, stamped envelopes for such purpose prior to commencing summer vacation.

B. Postings shall include vacancies as they occur for the professional staff, substitute caller, evening school secretary, secretarial/clerical/aide positions, and custodial personnel.

C. Secretarial/Clerical Positions

1. Applicants shall be afforded a meeting with the Superintendent or appropriate supervisor to discuss their qualifications for any vacant position for which they apply.

2. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Superintendent, at which time the employee shall be notified of the reason therefor.

3. When an involuntary transfer or reassignment is necessary, an employee's area of competence and length of service in the school system may be considered in the determination of which employee is to be transferred. The employee being involuntarily transferred or reassigned shall be placed in an equivalent position without a reduction in classification or in total compensation.

4. In the determination of requests for voluntary reassignments and/or transfers, the wishes of the individual employee shall be honored to the extent that the transfer does not conflict with the best interest of the school system.

5. Nothing contained herein shall apply to a transfer or reassignment necessitated by or resulting from a layoff or reduction in force.

ARTICLE XI
OBSERVATION AND EVALUATION

A. Evaluation

1. All monitoring or observation of the work performance of a certified employee shall be conducted openly and with full knowledge of the employee. No electronic devices shall be used in the observation, conferring, or final evaluation report. The observing supervisor may suggest the use of such devices for self-evaluation.

2. Observation and evaluation of non-tenured certified employees shall be conducted in compliance with New Jersey Administrative Code Title 6:3-1.19.

3. Observation and evaluation of tenured certified employees shall be conducted in compliance with New Jersey Administrative Code Title 6:3-1.21.

4. Performance review and evaluation of all custodial and secretarial employees shall be conducted at least once annually by the appropriate supervisor. Formal evaluation reports shall be prepared after the observation. The employee shall be provided the opportunity to see, sign, and receive a copy of the evaluation report before it becomes an addition to his/her permanent personnel file. Signature by an employee shall only indicate acknowledgment of the report and shall not imply agreement or disagreement

with the contents therein.

5. An opportunity for a conference following the observation/performance review and before the signing of the final evaluation report shall be provided to all employees. At this conference all employees shall be entitled to have an observer of their choice present to monitor the proceedings.

6. All employees shall be afforded the opportunity to respond to the evaluation report prior to its addition to the employee's personnel file.

7. Failure of an employee to sign or respond to an evaluation report within ten (10) days will not preclude its placement into the employee's personnel file.

8. By March 1st of each year, the Superintendent shall form an Evaluation Advisory Committee consisting of administrators, supervisors, and Association members to review the current evaluation instruments and to make recommendations for the succeeding year.

ARTICLE XII

FAIR DISMISSAL PROCEDURE

A. No later than April 30th, the Board shall offer a contract to each non-tenured employee whom it plans to re-employ for the succeeding school year. All communications must be in writing.

B. Contracts so offered and accepted shall be signed and returned to the Superintendent's office within ten (10) days.

C. Contracts so offered but not accepted shall be returned unsigned to the Superintendent's office within a period of ten (10) days.

D. Failure to return a contract as provided herein shall be deemed to constitute a resignation.

E. Custodial Staff

1. Attainment of Tenure

a. Pursuant to N.J.S.A. 18A:17-3, every public school custodian of a school district shall, unless he is appointed for a fixed term, hold his office, position or employment under tenure.

b. Tenure as a custodian at the Mainland Regional High School District may be achieved after employment in the Mainland Regional High School District for a period of three consecutive calendar years, together with employment at the beginning of the next succeeding calendar

year.

c. Such tenure shall be achieved only if the Board in its sole discretion renews the employment of a custodian for a fourth year for a contract other than for a fixed term.

2. Termination Procedure

a. The Chief Custodian is the only member of the custodial staff authorized to recommend the dismissal of a custodian to the Superintendent for Board action.

b. Employees will be officially notified in writing of such recommendation.

c. Employees will be given thirty (30) days notice of termination with salary continuing through the thirtieth (30th) day, providing they perform their duties.

F. Secretarial and Clerical Employees Secretarial and clerical employees shall be eligible for tenure in accordance with N.J.S.A. 18A:17-1 et seq.

ARTICLE XIII
LEAVES OF ABSENCE

A. Temporary Leaves. This policy shall cover brief absences not chargeable to sick leave. The provisions for leave at full pay stated below shall be for one (1) year, and no unused days shall be accumulated for use in another year, except as set forth in A.1.d. below.

1. Personal Days

a. Leave at full pay shall be allowed for up to three (3) personal days for all full-time employees, including teachers, secretarial/clerical employees, and custodial employee. Said leave shall not be taken on the day prior to or following a school holiday.

b. Notice to the employee's immediate supervisor and to the Superintendent for personal leave shall be made at least two (2) days before taking such leave (except in case of unforeseen emergencies).

c. Employees shall certify by their signature on the application form as follows:

It is not possible for me to handle this problem without taking time from school. I further certify that I shall not use personal days for recreation, entertainment, shopping or vacation purposes. It is further understood that these days will not be used for working for myself or others.

d. At the end of each school year, unused

accumulated personal days shall be accumulated as sick leave days in the employee's sick leave bank. This shall not effect the threshold set forth in peregraph E.1.e below.

2. Death or Criticel Illness in the Immediate Family.

e. An allowence of up to three (3) days leeve shall be grented to attend e vlewng, funeral, or trevel time releted to the deeth of an immediate family msmbler.

b. An allowence of up to three (3) days leeve shall be grented for criticel illness in the immediate family. Veriflcation may be required.

c. Immediate family shall be considered as follows: fether, mother, spouse, child, brother, sister, or any person resldng in the immediate household.

3. Professional/Work Releted Leeve

e. Leeve et full pay shall be allowed to attend profesalonal meetings or educatlonel activities upon the rsquest of the employee and the epprovel of the Superintendent or upon the recommendation of the Superintendent and the acceptance of the employee.

b. Any employee required to miss time from work as a result of a court appearence on behalf of the district end/or e student shall not have e deduction from ellotted personel days.

8. Sick Leeve

1. Sick leave at full pay shall accrue at the rate of ten (10) days per year for full-time ten (10) month employees, and at the rate of twelve (12) days per year for full-time twelve (12) month employees.

2. Accumulative sick leave not utilized during the year earned shall be applicable to subsequent years.

3. The Superintendent may require a physician's statement regarding an employee's absence (after three (3) consecutive days), and the employee shall provide such statement when requested. Notwithstanding this three (3) day limitation, where a pattern of sick leave utilization has become apparent, the Superintendent may require submission of a statement from a physician.

4. Additional sick leave beyond that accumulated may be allowed upon the recommendation of the Superintendent and approval of the Board of Education.

5. Sick leave shall accrue on July 1 for twelve (12) month employees, and on September 1 for ten (10) month employees (except non-tenured teachers, whose accrual date shall be the first day of the school year worked).

6. Up to fifty (50%) percent of the unused accumulation of sick leave days from another school district may be added to the sick leave of a teacher new to Mainland upon application for same and verification by another school district. Said application must be on file in the Superintendent's office within two (2) months of the

date the employee starts work.

C. Extended Leaves

1. Child Rearing Leave

a. A child rearing leave shall be granted upon request to any employee for a period which shall not extend beyond the second September after the year in which the leave is granted. If the employee is a teacher, such leave shall commence on the first day of a marking period and end on the last day of the marking period.

b. Should a disability arise during such a child care leave, the employee shall be entitled to utilize accumulated sick leave for such purpose and be paid for the period of disability up to the amount of sick leave available.

c. All requests for such leave shall be made at least six (6) weeks prior to the date of commencement of the requested leave. In the event of an adoption or other emergency in which the employee does not have sufficient notice to meet this six-week requirement, the employee shall provide such notice as is possible under the circumstances, and the Board shall have the right to waive notice and commencement date requirements set forth herein.

d. If the need for a child rearing leave is negated prior to its commencement, the employee shall notify the Superintendent as soon as possible, and the leave shall be cancelled, provided the Board is not obligated thereby to

employing both the employee and a replacement already under contract. If such leave has commenced and the need for it is negated, the employee shall notify the Superintendent and be entitled to return, provided the Board is not obligated thereby to employing both the employee and a replacement under contract. If the employee is a teacher, said employee shall be entitled to return at the beginning of the next marking period.

e. Non-tenured employees may request and may be granted leave under the provisions above. However, such leave shall not go beyond the contract year in which it commenced.

2. Family Care Leave. A leave of absence of one (1) year without pay may be granted upon the recommendation of a doctor for the purpose of caring for a sick member of the certificated employee's immediate family. Additional leave may be granted at the discretion of the Board.

3. Public Office Leave. The Board shall grant a leave of absence without pay to any teacher elected to serve in a public office.

4. Academic Leave

e. A leave of absence without pay may be granted to a teacher who joins the Peace Corps, Viet Nam National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in such

program, or who accepts a Fulbright Scholarship or any academic program approved by the Superintendent. No more than two (2) teachers may be granted such leave in any school year.

b. A teacher may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university. Any teacher seeking to apply for such leave should make his request known to the Board as soon as possible, but no later than March 1st immediately preceding the September for which the leave is sought.

5. Other Leaves. Other leaves of absence without pay may be granted by the Board for good reason.

6. Conditions

a. Upon return from leave granted pursuant to Section C4 of this Article, a teacher shall be considered as if he were actively employed by the Board during the leave, and shall be placed on the salary schedule at the level he would have achieved if he had not been absent.

b. An employee shall not receive increment credit for time spent on a leave granted pursuant to Sections C1, C2, C3 or C5 above.

c. All contractual benefits to which an employee was entitled at the time his leave of absence commenced, including unused sick leave and credits towards sabbatical eligibility, if any, shall be reinstated to him

upon his return. The employee shall be restored to his former position if available. If not, he shall be assigned in the best interest of the employee and the system.

d. Any extension or renewals of leave of absence shall be applied for in writing and, if approved, granted for a specific period of time.

e. Any employee on leave shall indicate to the Superintendent his/her intention for the following year no later than March 1 of the year in which the leave is taken.

D. Sabbatical Leave - Certificated Staff

1. The Board, upon the recommendation of the Superintendent, shall grant a sabbatical leave during the school year 1988-89 and beyond for the purpose of study, or other purposes as may be approved by the Board.

2. Teachers shall apply for such leave in writing to the Superintendent as soon as possible, but not later than January 15th of the school year preceding the school year for which sabbatical is requested. The teacher shall be advised of the Board's action on the application immediately following the Board meeting in February. In order to apply, a teacher must have been employed by the Board at least seven (7) consecutive years, and be a non-recipient of a sabbatical leave during the seven preceding years. The leave shall be granted for no more than one (1) academic year.

3. A teacher on sabbatical leave shall receive as compensation during the period of his/her leave fifty (50%) percent of his/her regularly scheduled salary for the duration of the sabbatical leave. A teacher on leave shall have each salary check mailed to his designated address at the time that other professional employees within the district receive their paychecks and shall also receive credit toward retirement to the same extent as the teacher would have received were he/she to be occupied in the regular assignment. The teacher on such leave shall determine with the Secretary of the Board in advance of the beginning of the leave the necessary salary deductions so as not to jeopardize pension, insurance and other benefits.

4. The number of people given sabbatical leave in any one (1) year shall not exceed one (1) member of the bargaining unit. If the number of applicants for such leave exceeds the number available, the selection shall be based upon:

a. The estimated value of the plan to the individual and to the school system.

b. The amount of seniority.

c. The length of time since the last sabbatical.

5. An employee on sabbatical leave shall report all compensation received from sources other than the Board, provided the compensation shall not include such items as

allowed for travel, cost-of-living adjustments for foreign service, research, or other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board, exceed the salary which the recipient would have received if on active duty, the compensation allowed by the Board shall be reduced to bring the total to the amount of the salary the employee would have received if on active duty.

6. A teacher at Meinland Regional High School who receives a sabbatical leave shall agree to return to service in the district for a period of two (2) years, or to refund all compensation paid during the sabbatical. In order to ensure reimbursement to the district, a teacher upon commencement of a sabbatical shall execute a promissory note for the appropriate amount of dollars. Upon completion of one (1) year's service after return, the note shall be reduced by fifty (50%) percent, and upon completion of two (2) years' service, it shall be cancelled. The note shall also be cancelled in the event of the employee's death, or extended in the event of pregnancy, lengthy illness, or extended illness in the immediate family for which leave had been granted. The Board has the right to purchase a term life insurance policy to cover the amount of the promissory note referred to above.

7. Upon return from a sabbatical leave, the teacher shall be restored to his/her former position. If that

position is not available, the teacher shall be assigned in the best interest of the system. The teacher shall make such reports of his/her activities as may be required by the Superintendent.

8. Upon return from a sabbatical leave, the teacher shall be placed on that step in the salary guide, in effect, to which the teacher would be entitled to had that employee not been on a sabbatical leave but instead had rendered a full regular year of satisfactory professional service.

E. Compensation for Unused Leave

1. Employees shall be compensated for unused sick days and unused personal days according to the following:

a. Credit will be granted in each year that employees use no more than five (5) sick days per year and six (6) days per year for twelve (12) month secretarial/clerical employees for each year subsequent to June 30, 1981. In addition to these, all unused sick days accumulated prior to June 30, 1981 will be credited.

b. Credit will be granted in each year for all unused personal days.

2. The credited days as specified above will be reimbursed at retirement according to the following schedule:

a. Custodians and secretaries will be reimbursed at the rate of twenty (\$20.00) dollars per day, with a maximum of three thousand (\$3,000.00) dollars. The

maximum will increase to four thousand (\$4,000.00) dollars in 1990-91.

b. Teachers will be reimbursed during the school years 1988-89 and 1989-90 at the rate of thirty (\$30.00) dollars, with a maximum of four thousand (\$4,000.00) dollars, and in 1990-91 to a maximum of five thousand (\$5,000.00) dollars.

3. The provisions of paragraph B apply only to sick days and personal days accumulated while working for Meinland Regional High School. No reimbursement will be given for such days accumulated with another employer.

4. The Superintendent will be notified one (1) year in advance of the date of retirement for eligibility under this benefit. Failure to do so may result in a delay of payment not to exceed one (1) year.

ARTICLE XIV

VACATIONS - NON-CERTIFICATED STAFF

A. Secretarial Employees

1. Employees on a twelve (12) month contract shall be eligible for vacations on the following basis:

a. At the completion of twelve (12) months of service, vacation shall be two (2) calendar weeks (10 working days).

b. At the completion of seven (7) years of service, vacation time shall be three (3) calendar weeks (15 working days).

c. At the completion of fifteen (15) years of service, vacation time shall be four (4) calendar weeks (20 working days).

2. Eligibility for Vacation

a. Vacation eligibility shall be computed as of July 1st of each year.

b. Any employee hired other than at the beginning of a school year shall earn a pro-rata portion of their vacation to be computed as of the June 30th following their date of hire.

c. Any employee who is promoted from a 10 month to a 12 month position during a school year shall be entitled to the pro-rated vacation due a 12 month employee for that period in which 12 month service had been provided

in accordance with the following schedule:

<u># Years/ 10 Months</u>	<u>Actual # of months worked</u>	<u>Years Worked</u>	<u>12 Month Experience</u>
1	10	0-10 mos.	1
2	20	1 yr-8 "	2
3	30	2 " -6 "	3
4	40	3 " -4 "	3
5	50	4 " -2 "	4
6	60	5 " -0 "	5
7	70	5 " -10 "	6
8	80	6 " -8 "	7
9	90	7 " -4 "	8
10	100	8 " -4 "	8

3. Vacation time shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor.

B. Custodial Employees

1. Employees on a twelve (12) month contract shall be eligible for vacations on the following basis:

a. At the completion of twelve (12) months of service, vacation time shall be one (1) calendar week (5 working days).

b. At the completion of two (2) years of service, vacation time shall be two (2) calendar weeks (10 working days).

c. At the completion of seven (7) years of service, vacation time shall be three (3) calendar weeks (15 working days).

d. At the completion of fifteen (15) years of service, vacation time shall be four (4) calendar weeks (20 working days).

e. Vacation Eligibility

1. Vacation eligibility shall be computed as of July 1st of each year.

2. Any employee hired other than during the school year shall earn a pro-rated portion of their vacation to be computed as of the June 30th following their date of hire.

3. Any employee who is promoted from a 10 month to a 12 month position during a school year shall be entitled to the pro-rated vacation due a 12 month employee for that period in which 12 month service had been provided in accordance with the chart set forth in paragraph A2c above.

f. All vacations will be scheduled by the Chief Custodian during the period of July 1 and September 1. Exceptions will be submitted to the Superintendent for approval.

g. Unused vacation time may not be accumulated beyond the year of eligibility (July 1).

h. In addition to the vacation set forth above, two (2) additional days shall be granted during the Christmas vacation period, and one (1) during the Easter vacation period, provided that the Chief Custodian, who has sole discretion, determines that all necessary work has been done.

ARTICLE XV

WORK YEAR & HOLIDAY - NON-CERTIFICATED STAFF

A. The work year of employees shall be as follows:

1. Ten (10) month contract employees - September 1 through June 30.
2. Twelve (12) month contract employees - July 1 through June 30.

B. Secretarial Schedule

1. All ten (10) and twelve (12) month employees shall be entitled to paid holidays coinciding with the days during the school year upon which the Mainland Regional High School District is not in session (including Independence Day and Labor Day). Ten (10) month employees shall only receive pay for Independence Day if they work the day or days preceding it.

2. The Superintendent may request coverage of the office by an employee when school is not in session. This schedule is to be worked out to the mutual satisfaction of the Superintendent and members of the Association on a voluntary basis. In the event a volunteer cannot be found, an employee shall be selected on a rotating basis by the Superintendent. Overtime (time and one-half) shall be granted on any day school is not in session as mutually agreed upon by the Superintendent and employee.

3. Summer Employment

a. In the event a ten (10) month employee works during July and August, the pay shall be proportioned for actual time worked at one two-hundredth (1/200) of the annual salary rate in effect as of July 1 of the summer worked.

b. The ten (10) month employee shall receive one (1) vacation day per twenty (20) days worked, one (1) sick day per twenty (20) days worked, and five-tenths (.5) personal day per twenty (20) days worked.

C. Custodial Schedule

i. Holidays. The following days shall be recognized as paid holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Columbus Day	Presidents' Day
Veterans' Day	Good Friday
Thanksgiving Holiday	Memorial Day
(Thursday & Friday)	Martin Luther King Day

a. Custodians required to work on any of the aforementioned holidays shall be paid overtime for all hours worked. The minimum of four (4) hours pay will be applicable.

b. Custodians working on a paid holiday will be offered either a compensatory day off or eight (8) hours pay for the holiday in addition to the pay for the actual time worked.

c. The administration will designate a compensatory day to observe holidays falling outside of the work week or during his/her vacation.

2. In lieu of time off during N.J.E.A. convention, custodial employees will receive one (1) compensatory day off per year, to be scheduled mutually between the employee and the supervisor.

ARTICLE XVI
HEALTH INSURANCE PROGRAM

A. Determination of Eligibility. All full-time employees working a minimum of twenty (20) hours per week are eligible for the State Health Benefits Program or a substantially equivalent health benefits program.

B. Payment of Premiums for Dependents. The Board will continue to provide one hundred (100%) percent coverage for Blue Cross and Blue Shield with those amounts also applicable to the other approved HMO plans.

C. Equivalent Health Programs

1. The Board may investigate "substantially equivalent" benefit levels from another carrier. The Board shall advise the Association at least ninety (90) days prior to their intention to change to another carrier. The Association shall have the right to review such benefit levels, and if not satisfied that substantially equivalent benefit levels are provided, shall have the right to pre-arbitration. The decision of the arbitrator shall be final and binding on both parties.

2. Such arbitration shall be conducted by an individual expert in the area of health insurance who shall be chosen mutually by the parties through the American Arbitration Association or the State of New Jersey Department of Insurance.

3. Article IV, section C, paragraph 8d shall apply with respect to the costs for the services of the arbitrator.

D. Instructions for Filing Enrollment Applications

1. New employees who are eligible for coverage must file an application with the District Business Administrator within seven (7) days from the opening of school accepting or rejecting the plan. Application forms will be distributed by the Business Administrator's office.

2. The employee's effective date of coverage is the first of the month following two (2) months of continuous employment. However, employees who are initially hired on an annual ten (10) month contract, provided they are employed as of the beginning of the school year, will be deemed to have satisfied the two (2) month waiting period in the months of July and August, and coverage for these employees will be established as of September 1.

3. Employees hired after September 1 must file an application within seven (7) days accepting or rejecting the plan. The Employee's effective date of coverage is the first of the month following two (2) months of continuous employment.

4. In presenting each employee with a copy of this contract and application forms for benefits authorized herein, the Board and School Administration have fulfilled their obligations to make the employee aware of the benefits

and procedures to be followed for eligibility.

E. Annual Enrollment Period. Any employee who shall elect not to enroll for coverage for himself/herself or his/her dependents at the time such employee or dependent first becomes eligible for coverage shall subsequently be permitted to enroll himself/herself and his/her dependents only during the annual enrollment period during the month of January, with coverage effective May 1.

F. The Board shall provide existing dental benefits at their current level.

G. The Board will maintain the existing prescription benefits with the two (\$2.00) dollar co-payment. The Board will provide single coverage to the employee while the employee will have the option of obtaining family coverage by paying the extra premium.

ARTICLE XVII

DUES DEDUCTION & AGENCY FEE

A. The Board agrees to deduct from the salaries of its employees unified dues for the National Education Association, New Jersey Education Association, Atlantic County Council of Education Associations, and Mainland Regional Education Association. Said employees may individually and voluntarily authorize the Board to deduct such dues in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A. 52:14-13.9e) and under rules established by the State Department of Education. Said monies, together with current records of any collections, shall be transmitted to such persons as may from time to time be designated by the Association, by the twenty-fifth (25th) of each month following the monthly pay period in which deductions were made. The person so designated shall disburse such monies to the appropriate Associations.

B. Prior to September 1 of each year the Association will notify the Board in writing of the amount of the unified membership dues, fees, and assessments set by the Associations for its members for that year. The Association shall notify the Board in writing a minimum of sixty (60) days prior to the effective date of any proposed rate changes in membership dues, fees, and assessments that occur after September 1 of each year.

C. If an employee does not become a member of the Association during the duration of the Agreement, said employee will be required to pay a representation fee to the Association for each membership year. This fee for non-members will be eighty-five (85%) percent of the appropriate membership amount for their respective membership category and will be used to offset the cost of services rendered by the Association as majority representative.

D. Procedures

1. On or about November 1 of each year, the Association will submit to the Board the names of those employees who have not become members of the Association for that year. The Board will deduct the total amount of representation fee in equal installments, as nearly as possible, in each pay period for the remainder of the year.

2. On or about the last day of each month beginning in November of each year, the Board will notify the Association of employees newly employed during the month. The Association will notify the Board within thirty (30) days of any new employee who does not become a member of the Association.

3. The Board will deduct the appropriate pro-rated representation fee from the initial date of employment in equal installments, as nearly as possible, from the paychecka paid to each employee on the aforesaid

list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid;

a. Ten (10) days after receipt of the aforesaid list by the Board; or

b. Thirty (30) days after the employee begins employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on lay-off, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining position, whichever is later.

4. Any employee, member or non-member, whose employment by the Board terminates before the end of the membership year shall have the unpaid balance of the dues or representation fee deducted by the Board from the last paycheck issued to said employee and promptly forward said monies to the Association.

5. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

E. Liability

1. The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article. The Board will make available to the Association any information within its control which the Association would reasonably need in order to defend against such liability.

ARTICLE XVIII
GRANT-IN-AID PROGRAM

A. It is hereby declared to be the policy of the Board to encourage all certified staff members to pursue a graduate program of education. In furtherance of said policy, a grant-in-aid shall be provided by the Board. Said grant-in-aid shall consist of up to six hundred (\$600.00) dollars yearly, effective July 1, 1988 through June 30, 1991 per teacher.

B. In order to qualify for reimbursement under this program, the applicant must comply with the following regulations:

1. No course shall be considered for reimbursement unless prior written approval of that course has been obtained from the Superintendent of Schools prior to registration.

2. No course will be considered for reimbursement unless there has been submitted to the office of the Superintendent sufficient proof of a successful completion of the graduate course with at least a grade of B (pass, if pass/fail grading system) and proof of costs.

3. No course shall be considered for reimbursement which is taken to satisfy State certification requirements on sub-standard teaching certifications (emergency and provisional).

4. No course shall be considered for reimbursement which consists of a workshop, conference, seminar or institute, unless the workshop, conference, seminar, or institute provides graduate credit or is approved by the Superintendent in writing. Reimbursable items shall include tuition, instructional materials, and attendant educational fees.

C. Course Reimbursement - Secretarial Employees

1. The Board agree to reimburse an employee taking workshops, seminars or advanced courses up to four hundred fifty (\$450.00) dollars per school year upon the prior approval of the Superintendent.

2. Sufficient proof of successful completion must be submitted to the Superintendent with at least a passing grade and proof of costs.

3. Reimbursable items to include tuition, mileage, instructional materials and attendant educational fees.

ARTICLE XIX
CURRICULUM COUNCIL

A. In order to provide the certificated employees represented by the Association with the opportunity to contribute fully and regularly to the process of curriculum construction, modification and implementation in the Mainland Regional School District, the following procedures shall be herewith undertaken:

1. The Superintendent, the members of the Board's Education Committee, and the Association's representatives shall meet a minimum of two (2) times per annum upon the request of either the Board or the Association to consider matters of curriculum.

2. The number of Association representatives in attendance at such meetings shall not exceed seven (7) in number.

3. Such meetings shall be convened upon the request of either party and held at a time and for a duration mutually acceptable to all parties involved.

4. Nothing contained in this Article shall prevent the parties from conducting more than the two (2) meetings designated above. However, the convening of such additional meetings shall require the consent of the Board's Education Committee Chairperson, the Association President and the Superintendent.

5. Ten (10) days in advance of any such curriculum meeting, the party requesting same shall notify the other in writing as to the topics which it wishes to present for consideration at the same meeting.

6. All such meetings shall be conducted as mutually advisory exchanges of information, ideas, points of view, and recommendations. In no way shall any of the proceedings or outcomes of any such curriculum consultative meetings be binding upon or place any obligations upon the Superintendent, the Board or any of its members, the Association or any of its members.

ARTICLE XX

MISCELLANEOUS PROVISIONS

A. The Board hereby agrees to permit the use of the duplicating and collating equipment to reproduce this Agreement in sufficient quantity to provide a copy for each bargaining unit member, as well as twenty-five (25) additional copies each for the Board and the Association. The Association shall provide the personnel to achieve this task at no cost to the Board.

B. The Board and the Association agree that neither party shall discriminate in any way against any individual or group of individuals by reason of their race, creed, color, religion, nationality, sex, age, domicile, marital status, or participation or lack of participation in organizational activities.

C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and effective except to the extent permitted by law, but all other provisions and applications thereof shall continue in full force and effect.

D. Any individual contract between the Board and an individual employee heretofore or hereafter executed shall be subject to or consistent with the terms and conditions of

this Agreement. If an individual contract contains language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

E. The Board agrees that during the term of the Agreement it will not engage in any lock-out or similar action against the Association. The Association agrees that it will not participate in any illegal action against the Board.

ARTICLE XXI

ATTENDANCE RECOGNITION PROGRAM
CERTIFIED STAFF

A. Objective. This program shall be known as the Attendance Recognition Program.

B. Part I of the program shall be related to a reduction in the actual number of substitutes utilized in a given year and shall include the following provisions:

1. The average annual expenditure for substitutes, for the absences counted, for certificated personnel for the five (5) year period beginning September 1, 1982 through June 30, 1987 shall be considered as the average annual substitute expenditure (A.A.S.E.). (Excluded from this calculation shall be all expenditures for substitutes required for Board approved activities such as trips, conferences, workshops, etc.).

2. Sixty-five (65%) percent of any savings each school year realized by comparing substitute expenditure with the A.A.S.E. will be shared with teachers who have had Four (4) or fewer absences during said school year.

3. Five (5) qualifying absence categories will be established as follows:

- | | |
|-----------------|--------------|
| a. Category I | = 0 absences |
| b. Category II | = 1 absence |
| c. Category III | = 2 absences |
| d. Category IV | = 3 absences |
| e. Category V | = 4 absences |

4. Each category shall be weighted as follows:

- a. Category I = 5
- b. Category II = 4
- c. Category III = 3
- d. Category IV = 2
- e. Category V = 1

5. The number of teachers in the various categories listed will be determined at the end of each school year.

a. A unit value will be established for all categories by multiplying the number of teachers in each category by the weighted factor. A total of units will be established by adding the sum of all units in all five categories.

EXAMPLE:

	<u># of Teachers</u>		<u>Weighted Factor</u>	<u>Units</u>
0. absence	3	x	5	15
1 "	3	x	4	12
2 "	2	x	3	6
3 "	4	x	2	8
4 "	7	x	1	<u>7</u>
Total Units				48

b. The dollar value of each unit will be determined by dividing the available money by the number of units. (The available money shall be determined by calculating 65% of the difference between the amount

Expended for substitutes in each year and the A.A.S.E.)

EXAMPLE:

\$2,400 = 65% of substitute savings divided by 48 units
= \$50 per unit value.

c. The amount of money due and payable to a teacher will be computed by multiplying the dollar value of a unit by the weighted factor.

EXAMPLE:

<u>Category</u>	<u>Weighted Factor</u>	<u>Unit Factor</u>	<u>Award Per Teacher</u>	<u># of Teachers in Category</u>	<u>Total Cat. Aw.</u>
I	5	\$50	\$250	3	\$750
II	4	\$50	\$200	3	\$600
III	3	\$50	\$150	2	\$300
IV	2	\$50	\$100	4	\$400
V	1	\$50	\$ 50	7	\$350
					<hr/> \$2,400

6. The following types of absences will be counted:

- a. Personal leave.
- b. Sick leave.
- c. Critical illness in the family but not bereavement.
- d. Unexcused absences.

7. Deductions for long-term illness shall be limited to forty-five (45) days for any single illness.

8. Teachers qualifying for an award under Part A

of the staff incentive program shall be paid by each July 15th.

C. Part II of the program will be for the total teaching staff to benefit by a net attendance improvement for teaching staff.

1. The Board of Education will establish a fund to be utilized to improve faculty rooms, purchase furniture and other such items as recommended by the Faculty Committee.

2. A sum of \$10.00 will be deposited into this fund for each day of net reduction in absence over that of the previous school year.

3. Net reduction in absence will be calculated by comparing the number of absence for teachers employed in both the prior and present school year.

4. The number of credits available to the teacher's fund will be determined by subtracting the present school year's total of teacher absence from the prior school year's total of teacher absence. If this sum is greater than zero, \$10.00 will be deposited for each day of net reduction in absence.

EXAMPLE: Number of absence decreased - number of absence increased = net reduction.

Net reduction x \$10.00 = \$ for faculty use.

80 days x \$10.00 = \$800.00

5. The monies shall be made available for the

Faculty Committee to approve purchases at the start of the next school year.

6. Any disputes arising under this program shall be subject to the grievance procedure.

D. Definition of Terms

1. Absence. The following absences will be counted:

- a. Personal leave.
- b. Sick leave.
- c. Critical illness.
- d. Unexcused absences.

2. A.A.S.E.. The five-year average of the actual cost of substitutes for the absence counted from 9/1/82 through 6/30/87. This will not include expenditure for substitutes hired for Board approved trips, conferences, workshops, etc., during that period.

3. Substitute Expenditure. The actual dollar amount expended to hire substitute in a given school year for the absences counted.

4. Substitute Savings. This sum is determined by computing the differences between the A.A.S.E. and the amount expended in a given year.

Sixty-five (65%) percent of this sum equals substitute savings.

5. Long-Term Illness. Deductions for long-term illness shall be limited to 45 days for any single illness.

6. Faculty Committee. A committee appointed by the Principal, consisting of teachers selected by the Association, supervisors and other staff members to recommend purchases to the Superintendent for Board approval.

ARTICLE XXIA
ATTENDANCE RECOGNITION PROGRAM
SUPPORT STAFF

A. In order to provide recognition to members of the support staff who have maintained high levels of attendance, and to serve as an incentive for employees to minimize absenteeism, the Board agrees to provide an attendance bonus program.

B. For purposes of this program, absences are defined as use of personal leave, sick leave, critical illness in the family leave (excluding bereavement leave) or any unexcused absences.

C. For each year of the Agreement, employees who have the requisite number of absences will be paid the following bonus by July 15 of the following school year:

<u># Absences</u>	<u>12 Month Employees</u>	<u>10 Month Employeee</u>
No absences	\$175	\$150
1 day absence	\$150	\$125
2 days absence	\$125	\$100
3 days absence	\$100	\$ 75
4 days absence	\$ 75	\$ 50

ARTICLE XXII

DURATION OF AGREEMENT

A. This Agreement shall be effective commencing July 1, 1988 and terminating June 30, 1991.

B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officers, and where corporation, for their corporate seals to be placed thereon, the day and year first above written.

MAINLAND REGIONAL
EDUCATION ASSOCIATION

BOARD OF EDUCATION OF THE
MAINLAND REGIONAL HIGH SCHOOL
DISTRICT OF ATLANTIC COUNTY

BY: 

BY: 

President

BY: 

BY: 

Vice President

BY: 

OFFICIAL GRIEVANCE FORM
MAINLAND REGIONAL HIGH SCHOOL DISTRICT

Employee's Name _____ Position _____

Date Grievable Action Occurred _____

Brief Statement of Grievance _____

Section of Labor Agreement, law, administrative code,
policy, alleged to have been violated _____

Employee's Signature _____ Date _____

Informal Level:

Person With Whom Discussed _____ Date _____

Result and Date Result Reached _____

Level I - Data Submitted _____

Submitted to _____ Position _____

Date Received _____

Response _____

Signature _____ Position _____ Date _____

Official Grievance Form
page 2

Level II - Date Submitted to Superintendent of
Schools _____

Date Received _____

Response _____

Signature _____ Position _____ Date _____

Level III - Date Submitted to Board of Education _____

Date Received by Board Secretary _____

Board Decision _____

Signature _____ Position _____ Date _____

SCHEDULE A

STEP	88/89	8A	8A+15	8A+30	MA	MA+15	MA+30
1		20165	20901	21637	22372	23108	23844
2		22086	22821	23557	24293	25029	25764
3		24006	24742	25478	26213	26949	27685
4		25927	26662	27398	28134	28870	29605
5		27847	28583	29319	30055	30790	31526
6		29768	30504	31239	31975	32711	33447
7		31688	32424	33160	33896	34631	35367
8		33609	34345	35081	35816	36552	37288
9		35530	36265	37001	37737	38473	39208
10		37450	38186	38922	39657	40393	41129

Each teacher will remain on the same step as the 87-88 schedule

STEP	89/90	8A	8A+15	8A+30	MA	MA+15	MA+30
1		21980	22782	23584	24386	25188	25990
2		24073	24875	25677	26479	27281	28083
3		26167	26969	27771	28573	29375	30177
4		28260	29062	29864	30666	31468	32270
5		30354	31156	31958	32759	33561	34363
6		32447	33249	34051	34853	35655	36457
7		34540	35342	36144	36946	37748	38550
8		36634	37436	38238	39040	39842	40644
9		38727	39529	40331	41133	41935	42737
11		40821	41623	42425	43227	44029	44831

Each teacher will remain on the same step as the 88/89 schedule

STEP	90/91	8A	8A+15	8A+30	MA	MA+15	MA+30
1		23740	24542	25344	26146	26948	27750
2		25833	26635	27437	28239	29041	29843
3		27927	28729	29531	30333	31135	31937
4		30020	30822	31624	32426	33228	34030
5		32114	32916	33718	34519	35321	36123
6		34207	35009	35811	36613	37415	38217
7		36300	37102	37904	38706	39508	40310
8		38394	39196	39998	40800	41602	42404
9		40487	41289	42091	42893	43695	44497
10		42581	43383	44185	44987	45789	46591

Each teacher will move up a step on this schedule

1988-89	\$300	Longevity	-	16 years at Mainland Regional High School
1989-90	\$300	"	-	" " " " " " " "
1990-91	\$1000	"	-	" " " " " " " "

SCHEDULE B

SECRETARIAL SALARY GUIDE 1988-89, 1989-90 AND 1990-91

1988-89 GUIDE

<u>88-89</u> <u>Steps</u>	<u>RD. SEC.</u>	<u>12 MONTH</u>	<u>10 MONTH</u>	<u>CLK/TYP</u>
1	13,530	13,330	9,780	9,680
2	14,230	14,030	10,280	10,180
3	14,930	14,730	10,780	10,680
4	15,630	15,430	11,280	11,180
5	16,330	16,130	11,780	11,680
6	17,030	16,830	12,280	12,180
7	17,730	17,530	12,780	12,680
8	18,630	18,430	13,430	13,330
9	19,530	19,330	14,080	13,980

Each employee will remain on the same step as the 87-88 guide

1989-90 GUIDE

1	14,316	14,016	10,466	10,266
2	15,041	14,741	11,009	10,809
3	15,766	15,466	11,552	11,352
4	16,491	16,191	12,095	11,895
5	17,216	16,916	12,638	12,438
6	17,941	17,641	13,181	12,981
7	18,666	18,366	13,724	13,524
8	19,416	19,116	14,299	14,099
9	20,316	20,016	14,974	14,774

Each employee will move up a step on the guide

1990-91 GUIDE

1	15,472	15,172	11,372	11,172
2	16,272	15,972	11,987	11,787
3	17,072	16,772	12,602	12,402
4	17,872	17,572	13,217	13,017
5	18,672	18,372	13,832	13,632
6	19,472	19,172	14,447	14,247
7	20,272	19,972	15,062	14,862
8	21,072	20,772	15,677	15,477
9	22,372	22,072	16,577	16,377

Each employee will remain on the same step as the 89-90 guide

Credit increment (to be granted for secretarial skills studies)

\$200.00.....12 college credits

\$300.00.....18 college credits

\$300.00 to be given in longevity in the 16th year of employment at Mainland for the years 88-89 and 89-90

\$700.00 to be given in longevity in the 16th year of employment at Mainland for the years 90-91 and beyond

SCHEDULE C

CUSTODIAL CONTRACT - SALARY GUIDE

1988-89 GUIDE			
<u>Steps</u>	<u>MAINTENANCE</u>	<u>12 MONTH</u>	<u>CUSTODIANS</u> <u>10 MONTH</u>
1	15,173	12,857	9,706
2	15,718	13,402	10,115
3	16,263	13,947	10,524
4	16,808	14,492	10,933
5	17,353	15,037	11,342
6	17,898	15,582	11,751
7	18,453	16,027	12,160

Employees will stay on the same step of the guide as for 1987-88

1989-90 GUIDE			
1	16,539	14,000	10,500
2	17,133	14,594	10,946
3	17,727	15,188	11,392
4	18,321	15,782	11,838
5	18,915	16,376	12,284
6	19,509	16,970	12,730
7	20,103	17,564	13,176

Employees will stay on the same step as above year

1990-91 GUIDE			
1	17,514	14,810	11,095
2	18,145	15,441	11,568
3	18,776	16,072	12,041
4	19,407	16,703	12,514
5	20,038	17,334	12,987
6	20,669	17,965	13,460
7	21,300	18,596	13,933

Employees will move up one step on this guide

NOTE: Longevity increment of \$700.00 to begin on first day of the tenth year in the Mainland District. This increment will begin in the 1990-91 year of the guide.

SCHEDULE D
ATHLETIC SALARY GUIDE

<u>POSITION</u>	<u>1988-89</u>	<u>1989-90.</u>	<u>1990-91</u>
Director of Athletics	4177	6553	4963
Basketball (B) (G) Asst. 4	H. 3042 A. 2130	3318 2322	3814 2531
Baseball, Asst. (2)	H. 2843 A. 1850	2881 2017	3140 2200
Cross Country (B) (G)	1851	2018	2200
Football, Asst. (7)	H. 3459 A. 2421	3770 2838	4189 2877
Golf	1983	2181	2355
Hockey, Asst. (1)	H. 2382 A. 1887	2588 1817	2830 1981
Soccer, Asst. (1)	H. 2382 A. 1887	2588 1817	2830 1981
Softball, Asst. (1)	H. 2843 A. 1850	2881 2017	3140 2200
Tennis, (B) (G), Asst. (2)	H. 1883 A. 1388	2181 1513	2355 1849
Swimming, Asst. (1)	H. 2904 A. 2033	3185 2218	3450 2415
Track, (B) (G), Asst. (4)	H. 2843 A. 1850	2881 2017	3140 2200
Wrestling, Asst. (2)	H. 2843 A. 1850	2881 2017	3140 2200
Cheerleading: Fall Assistant (1)	H. 600 A. 420	654 458	713 489
Cheerleading: Winter Assistant (1)	H. 800 A. 580	872 610	950 665

SCHEDULE E
CO-CURRICULAR SALARIES

	1988-89	1989-90	1990-91
<u>GROUP A</u>	3100	3379	3883
STUDENT COUNCIL			
MONTAGE - PRODUCTION			
HOOFPRINTS			
<u>GROUP B</u>	2300	2507	2733
DRAMA-DIRECTOR			
SENIOR CLASS ADVISOR			
JUNIOR CLASS ADVISOR			
<u>GROUP C</u>	2000	2160	2378
INTRAMURAL - 4 sessions			
DRAMA-PRODUCTION			
MARCHING BAND			
<u>GROUP D</u>	1100	1199	1307
ROCK TRIAL			
SOPHOMORE CLASS ADVISOR			
FRESHMAN CLASS ADVISOR			
<u>GROUP E</u>	900	981	1069
MONTAGE-FINANCIAL			
BOWLING			
SKI			
SADD			
HONOR SOCIETY			
LITERARY			
MARCHING UNIT			
SURFING			
<u>GROUP F</u>	500	545	594
ART SERVICE			
CHEMISTRY			
COMPUTER			
*DISCUSSION	(572)	(583)	(594)
ODYSSEY OF THE MIND			
INTERNATIONAL CULTURE			
JR. CLASSICAL LEAGUE			
KEY			
MATH			
*POLITICAL SCIENCE	(572)	(583)	(594)
JAZZ BAND			
CONCERT BAND			
HEALTH CAREERS			
<u>Miscellaneous-</u>			
Band Camp when provided-1/200 of teaching salary per day of camp			
SUMMER BAND	1800	1800	2000
	(\$18/hr)	(\$18/hr)	(\$20/hr)
WEIGHT LIFTING	3700	3800	4000
	(\$18/hr)	(\$17/hr)	(\$18/hr)
SATURDAY DETENTION	22.00HR.	25.00HR.	25.00HR.
HOME INSTRUCTION	22.00HR.	25.00HR.	25.00HR.
INTRAMURAL SUPERVISION	15.00HR.	20.00HR.	20.00HR.

*New appointees will receive Group F Salary

SCHEDULE F

MISCELLANEOUS SCHEDULE

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
OFF-SET OPERATOR	\$7.00hr.	\$7.70hr.	\$8.35hr.
AIDES	\$9.80hr.	\$10.70hr.	\$11.70 hr.